

APR 8 - 2004

*Memorandum*  
by Council Liaison's Office

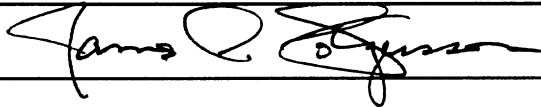
**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Leslye Corsiglia

**SUBJECT:** SEE BELOW

**DATE:** April 5, 2004

Approved



Date

4.5.04

**COUNCIL DISTRICT:** City-wide

**INFORMATION**

**SUBJECT: SECOND QUARTER REPORT DETAILING ACTIVITY IN THE  
HOUSING DEPARTMENT'S HOUSING REHABILITATION PROGRAM**

This report covers activity in the Housing Rehabilitation Program for the second quarter of Fiscal Year 2003-04 (October 1, 2003 through December 31, 2003).

The "Program Intake" section of the report includes information related to workload associated with applications from customers for housing rehabilitation assistance or front-end program activities and their income category. The narrative highlights information included in the "Rehab Project Intake" section of the attached chart.

The "Program Completions" section highlights information related to housing units where improvements were implemented. The narrative highlights information included in the "Rehab Project Completions" section of the chart.

**Program Intake**

- In January 2003, due to an unexpected reduction in tax increment funds, the Housing Department suspended accepting new applications for rehabilitation loans and grants, and began limiting new applications to emergency related health and safety repairs. As a result, during the first two quarters of the current year, 96 new applications were approved compared to 244 approved applications during the same period last year.
- During the current year, the percent of funds approved in SNI areas is 53% to date, 14% points below last year's total. The initiation of several high profile SNI demonstration projects is expected to increase the overall percentage of funds approved for SNI areas close to last year's total of 67%.
- During the second quarter the breakdown of residents approved by income category is as follows:

<u>Income Category</u>	<u>Households</u>
Extremely Low-Income:	57 (52%)
Very Low-Income:	27 (25%)
Low-Income:	24 (22%)
Moderate Income:	1 (1%)

- A total of 99% of the households approved are in the low-income categories.

### **Program Completions**

- During the second quarter, 99 housing units were rehabilitated. Although an increase of 45 completions from the previous quarter, the total unit completions are tracking below last year's completions at this time.
- During the second quarter, a total of 130 units were painted, 12 units more than the previous quarter. The total number of units painted to date is 248. Due to limited funding, the Housing Department has limited the Paint Program budget for FY 2003-2004 to \$1.2 million and expects a total of 450 units to be assisted by the end of the fiscal year.
- Through the end of the second quarter, 149 pre-site inspections were performed to determine whether emergency repairs were warranted. Seventy-three emergency situations were identified from the pre-site inspections and repairs were completed. These projects require the inspectors to place on hold their regular caseload to address the identified emergencies in a timely manner.
- At the end of the second quarter, there are a total of 334 active construction projects. Active projects are housing units that have been inspected, are out to bid or are under construction.

### **SNI Demonstration/Special Projects**

- A groundbreaking ceremony was held on December 22, 2003, to celebrate the start of construction of the Hoffman Via Monte SNI Demonstration Project. Selected by the Neighborhood Advisory Committee, the project consists of the rehabilitation of four buildings and is scheduled for completion in May 2004.
- In support of the project priorities adopted by the Blackford SNI Neighborhood Advisory Committee (NAC), the Department met with the Colonial Gardens Apartments Property Owners Association on January 13, 2004, to develop a demonstration project for this multi-family rental complex. The owners approved a demonstration project and agreed to provide matching funds for a project that would include exterior paint, windows, exterior safety related lighting and some fencing upgrades. The start of construction is scheduled for May/June 2004.

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**Subject: Housing Rehabilitation Program Quarterly Report**

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During the reporting period, the Department met with the property owners of the Underwood Apartments multi-family complex, also located in the Blackford SNI area. Property owners will also contribute matching funds for improvements that will include exterior paint, front yard landscaping and plumbing repairs. This project is scheduled to begin construction in May/June 2004.

- With the support of the Burbank Del Monte NAC, the Richmond Menker Tenants Association and the Richmond Menker Property Owners Association, a Phase I demonstration project consisting of landscaping and fencing improvements is currently out to bid. The project is scheduled to begin construction in May/2004.

### **Quarterly Attachments**

The following attachments are included in this document:

- **Housing Rehabilitation Program Production** – Reports on up-to-date activity in the Housing Rehabilitation program. The report includes data on grant and loan approvals, and housing units rehabilitated during the quarter.
- **Housing Rehabilitation Public Outreach Report** – Reports on presentations made to a variety of community groups on housing rehabilitation activities in their area.

  
LESLYE CORSIGLIA  
Director of Housing

Attachments

# REHABILITATION PROGRAM PRODUCTION

FY 2003-2004

## Rehab Project Intake

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year Totals	2002-03
<i>No. of Rehab Loans and Grants Approved:</i>	32	64			96	550
<i>Units in Approved Rehab Loans &amp; Grants:</i>	42	67			109	647
<i>Total \$ in Approved Loans/Grants:</i>	\$518,659	\$923,828			\$1,442,487	\$11,516,899
<i>\$ Amount Approved in SNI Areas:</i>	\$285,222	\$479,187			\$764,409	n/a
<i>% of Funds Approved in SNI Areas:</i>	55%	52%			53%	67%

## Rehab Project Completions

<i>Number of Rehab Projects Completed:</i>	54	91			145	384
SNI Areas	19	15			34	81
Other Areas	9	25			34	159
Mobilehomes	26	51			77	144
<i>Units in Completed Rehab Projects</i>	54	99			153	403

## Paint Projects Completions

<i>Units in Paint Projects Completed</i>	118	130			248	511
SNI Areas	73	60			133	127
Other Areas	45	70			115	384
<i>Dollar Amount in Paint Grants</i>	\$255,265	\$300,494			\$555,759	\$1,468,563

## Construction Workload

<i>No. of Emergency Projects Completed</i>	26	47			73	n/a
<i>No. of Active Construction Projects</i>	339	334				n/a

## Public Outreach Report

**Date:** October 28, 2003  
**Type:** Richmond Menker Property Owners Association  
**Audience:** Area residents, property owners and NAC members  
**Location:** Sherman Oaks Community Center  
**Subject:** Richmond Menker Rehab Demonstration Project  
**SNI Area:** Burbank Del Monte

**Date:** November 19, 2003  
**Type:** Hoffman Via Monte NAC  
**Audience:** Area residents and NAC members  
**Location:** Almaden Hills United Methodist Church  
**Subject:** Hoffman Via Monte Rehab Demonstration Project  
**SNI Area:** Hoffman Via Monte

**Date:** November 20, 2003  
**Type:** 13<sup>th</sup> Street NAC  
**Audience:** Area residents and NAC members  
**Location:** Watson Park/Community Center  
**Subject:** Community Paint-a-thon  
**SNI Area:** 13<sup>th</sup> Street

**Date:** December 8, 2003  
**Type:** Richmond Menker Tenants Association  
**Audience:** Area residents  
**Location:** Immanuel Church  
**Subject:** Richmond Menker Rehab Demonstration Project  
**SNI Area:** Burbank Del Monte

**Date:** December 9, 2003  
**Type:** Richmond Menker Property Owners Association  
**Audience:** Property owners  
**Location:** Sherman Oaks Community Center  
**Subject:** Richmond Menker Rehab Demonstration Project  
**SNI Area:** Burbank Del Monte

**Date:** December 11, 2003  
**Type:** 13<sup>th</sup> Street NAC  
**Audience:** Area residents and the NAC  
**Location:** Watson Park/Community Center  
**Subject:** Status Report on housing rehab projects in the area.  
**SNI Area:** 13<sup>th</sup> Street

**Date:** December 16, 2003  
**Type:** Gateway East NAC  
**Audience:** Area residents and the NAC  
**Location:** Mayfair Community Center  
**Subject:** Status Report on housing rehab projects in the area.  
**SNI Area:** Gateway East